



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, April 2, 2009
POSITION TITLE:	Chief Deputy, Program Operations, Board of Parole Hearings	FINAL FILING DATE:	Wednesday, April 22, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$10,379.00 / Month	BULLETIN ID:	04012009_1

POSITION DESCRIPTION

Under the administrative direction of the Executive Officer, Board of Parole Hearings (BPH), the Chief Deputy, Program Operations is responsible for the management, administration, and ongoing operations of the statewide investigative, offender screening, scheduling, and administrative programs for BPH. The Chief Deputy, Program Operations plans, organizes, and directs all program activities and policy for all Investigations, Offender Screening, and Scheduling Division programs and coordinates all program activities through subordinate managers. The Chief has full responsibility and extensive involvement in program and policy formulation, implementation and management to ensure that all aspects of the Program Operations are in complete compliance with state and federal mandates.

Duties include, but are not limited to:

- Responsible for statewide policy and program development for the Scheduling Division which includes the Decision Processing, Scheduling and Quality Control, including formulation of policies, procedures, guidelines, and management systems for the efficient and effective statewide operations related to the entire lifer hearing and revocation hearing process. This includes operations at institutions, county jails, state hospitals, parole unit offices and all locations where the BPH conducts hearing related operations.
- Responsible for the direct management and oversight of the timely completion of investigation reports for the Governor for Death Penalty, Clemency, Intimate Partner Battering, Innocence, and Pardon cases. Directs BPH's flow of investigations of Pre-Parole, Confidential Informant, Medical Release, Workplace violence, Out-of-State, and other miscellaneous investigations. Represents the Governor's Legal Affairs Office and the BPH in contacts with the Supreme Court, Attorney General, Legislative members, Superior Court Judges, and other federal, state, and local law enforcement departments with regard to investigative matters.

- Responsible for the direct management and oversight of the Offender Screening Section. Provide guidance to the Sexually Violent Predator and Mentally Disordered Offender programs, and the Lifer Risk Evaluations units.
- Responsible for the direct management and oversight on the development, implementation, and evaluation of BPH policy in all other program areas and legislation, and assists the Executive Officer in special projects, and determine the need for new legislation and amendments to existing statutes, which affect the powers and duties of BPH. Acts on behalf of the Executive Officer during absences.
- Responsible for the management and oversight of the administrative functions for the BPH, including fiscal and personnel management, contracts, procurement, facility services, training, leased vehicles, and information technology and telecommunication functions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience in the formulation and implementation of policies and procedures related to the parole or administrative hearing processes including, but not limited to, revocation hearing processes which includes operations at institutions, county jails, state hospitals and parole unit offices.
- Administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to, parole hearing and investigative management processes.
- Demonstrated abilities in communicating effectively, both orally and in writing and in representing the Department with Legislators, local government jurisdictions, law enforcement agencies, and state and federal agencies to develop policies, procedures, guidelines, and management systems to ensure the safety and security of highly sensitive data.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality using collaborative, evidence-based processes.

- Ability to recommend and perform high administrative and major policy-influencing functions effectively, including knowledge of State or BPH regulation application processes, and developing positive, cooperative relationships with a wide variety of customers and stakeholders.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy, Program Operations, Board of Parole Hearings**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed four pages in length or be less than size 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments
1515 S Street, Room 108-North, Sacramento, CA 95811

Vickiann Tapia | 916-445-9287 | vickiann.tapia@cdcr.ca.gov

ADDITIONAL INFORMATION

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>